

Compliance Attorney

To be considered for this position, applicants must:

Email a resume, cover letter, and a one to three page professional writing sample to Elyse Fenneman at EFenneman@spd.IN.gov and Mark Wuellner at MaWuellner@ihcda.IN.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 584322 via the state's job bank at www.in.gov/spd. To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and applications are being accepted until further notice.

Please find a copy of the job description below.

Title	Compliance Attorney	Exempt
Reports to	Deputy Executive Director, General Counsel & Chief of Staff	
Supervises	None	Date last revised: Feb 2013
Summary	The Compliance Attorney contributes to the IHCDCA mission by ensuring the Authority and its staff are in compliance with the rules and regulations of state, local and federal funders and other regulatory agencies, that Authority policies and procedures are being followed, and investigating internal or external reports of fraud, waste or abuse with respect to any IHCDCA initiatives.	
Evaluation of performance	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDCA and its associated governing entities.	
Key outcomes expected	<ul style="list-style-type: none"> • Develop understanding of IHCDCA, its mission and its work <ul style="list-style-type: none"> ○ Understand vision, mission and strategic priorities of IHCDCA ○ Develop understanding of IHCDCA initiatives and programs ○ General Counsel and Legal Team will facilitate this learning by providing early on-boarding training, followed by hands-on project-based training • Takes lead on review of potential new regulations (similar duties for new rules, statutes, guidelines etc.) <ul style="list-style-type: none"> ○ Responsible for monitoring federal regulations directly related to IHCDCA programs (such as HOME regulations) or broadly affecting IHCDCA (such as the Fair Housing Act) ○ Drafts comments for submission on proposed new regulations, consulting with affected staff ○ When final regulations are published, working with affected staff to help them understand the regulation, and, as needed, to implement changes to maintain compliance • Responsible for ensuring Authority's timely compliance with APRA requests (similar duties if FOIA or other public records request received) <ul style="list-style-type: none"> ○ Work with Legal Secretary to source the information requested ○ Make determinations on behalf of Authority regarding whether information must, may or must not be provided, consulting with GC as needed ○ Reviewing, and redacting as necessary, documents prior to delivery to requesting party ○ Serve as Authority's liaison with the State Public Access Counselor ○ Should APRA disputes arise, responsible for preparing and defending IHCDCA's position and decision ○ Responsible for notifying GC in event an APRA decision appears that it will be contentious or result in further attention needed at the Authority (i.e. Executive Director, Public Relations, Legal, etc.) ○ Reviewing Authority's APRA response procedures to ensure compliance with APRA law; keeping up-to-date on APRA law and regulations to ensure continued compliance • Responsible for ensuring Authority compliance with State-required trainings (such as IG ethics training, IOT IURA training, etc.) <ul style="list-style-type: none"> ○ Communicate with Authority staff and Board before and during training process ○ Serve as Authority liaison with groups requiring the trainings, providing reports as needed 	

	<ul style="list-style-type: none"> ○ Working with HR on incidents of non-compliance • Serve as lead liaison between IHCDCA and external reviewers, such as monitors and auditors (excluding financial auditors who liaise with CFO or designee) or criminal investigators <ul style="list-style-type: none"> ○ Working with Legal Team, get up to speed on historical and current audits ○ Represent the Authority in a professional and competent light; face of IHCDCA during these reviews ○ Work with reviewers to understand information requests and understand justification for requests; work with IHCDCA staff to source the information ○ Advise GC and Executive Staff of potential findings or concerns arising from reviews • Serve as internal compliance person for both internal and external reporting of any suspected waste, fraud or abuse, violations of law, rules or regulations related to agency contracts <ul style="list-style-type: none"> ○ Lead the investigation from taking the complaint to delivering results/recommendations to GC ○ Take steps necessary to resolve these issues in a way that the impact to IHCDCA's standing is minimized ○ Track that agreed-upon resolutions are being met ○ Review current situations and advise if resolutions are being met, and address those situations in which they are not • Conduct internal monitoring and spot-checks of IHCDCA programs to ensure compliance with the rules impacting those programs <ul style="list-style-type: none"> ○ Monitoring will result in reports identifying deficiencies, recommending changes and best practices ○ Component of this responsibility is training and technical assistance for staff in areas of deficiency ○ Objective is to pre-audit IHCDCA programs in anticipation of external reviewers • Oversee agency's records retention policy <ul style="list-style-type: none"> ○ Review current records retention schedule and practices ○ Advise Chief Operating Officer and GC on best practices for records retention ○ Work with State Records Office as needed on IHCDCA's records schedule and other records retention-related issues • Work closely with Chief Operating Officer to ensure IHCDCA policies and procedures are correct, clear, consistent, etc., and to revise those policies as needed • Advise GC on compliance best practices • Support GC and the Legal team as needed with projects • Other duties as assigned
Knowledge, Skills and Abilities (KSA)	<ul style="list-style-type: none"> • Buys into IHCDCA mission and strategic priorities. • Possesses strong listening skills and sound judgment. • Ability to draw a reasoned conclusion from research and investigation and ability to support and present this conclusion to executive staff. • Must be able to handle delicate and sensitive situations with professionalism. There may be instances where this position will need to demand repayment of funds from a partner, for example. • Must be able to develop and maintain relationships while executing difficult tasks. • Capable of efficiently assessing issues arising from multiple state and federal programs. • Demonstrates highly effective verbal and written communication skills. • Proactive in anticipating and alerting others to problems with projects or processes. • Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels. • Demonstrates strong presentation skills. Can facilitate both large and small group presentations. • Demonstrates high-level customer service orientation.

	<ul style="list-style-type: none"> • Able to think logically and analytically. • Proactive in anticipating and alerting others to problems with projects or processes. • High detail orientation and accuracy. • Takes initiative and needs little supervision. • Able to prioritize, organize tasks and time, and follow up. • Performs responsibilities efficiently and timely. • Able to coordinate multiple requests and meet multiple deadlines. • Able to work well in a team environment and as part of a team.
Education, experience, degrees, licenses, etc.	<p>Licensed to practice law in the State of Indiana</p> <p>2-3 years of relevant legal experience, preference given to candidates with experience working with external professional partners (funding agencies, auditors, etc.) on issues of compliance</p> <p>Strong commitment to community service</p>
Work environment and physical demands	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p>

IHCDA is an Equal Employment Opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability or veteran status. IHCDA will take affirmative action to ensure that all qualified applicants receive consideration for employment and employees are treated during employment, without regard to their race, color, religion, sex, national origin, disability or veteran status, including, but not limited to, employment, promotion, transfer, recruitment, layoff, termination, rates of pay, and selection for training.